

Targets for Microfilm Created from Digital Images

The following eight pages are targets and examples of targets to be utilized in the creation of microfilm from digital images. The sequence in which they are laid out is the sequence they should appear on the film. These are used in place of the typical targets used by a camera operator when filming documents for microfilm.

➤ **At FRONT of film before images:**

- ❑ **Image Processing System FRONT BACKGROUND DENSITY TARGET**
- ❑ **Image Processing System FRONT RESOLUTION TARGET (The enclosed is an example only; actual target must be purchased from ANSI or ISO)**
- ❑ **Image Processing System CERTIFICATE OF AUTHENTICITY (Non-Destruction of Public Records):** to be utilized **ONLY** if the intention is to retain the original records permanently.
- ❑ **Image Processing System CERTIFICATE OF AUTHENTICITY (Destruction of Public Records):** to be utilized if the intention is to at some point destroy, if allowable, the original records. *NOTE: This does not replace the Request for Destruction procedures.*
- ❑ **Image Processing System TITLE TARGET**

➤ **At END of film after images:**

- ❑ **Image Processing System EQUIPMENT OPERATOR'S CERTIFICATE (operator of the equipment that is creating the microfilm)**
- ❑ **Image Processing System END RESOLUTION TARGET (The enclosed is an example only; actual target must be purchased from ANSI or ISO)**
- ❑ **Image Processing System END BACKGROUND DENSITY TARGET**

IMAGE PROCESSING SYSTEM FRONT BACKGROUND DENSITY TARGET

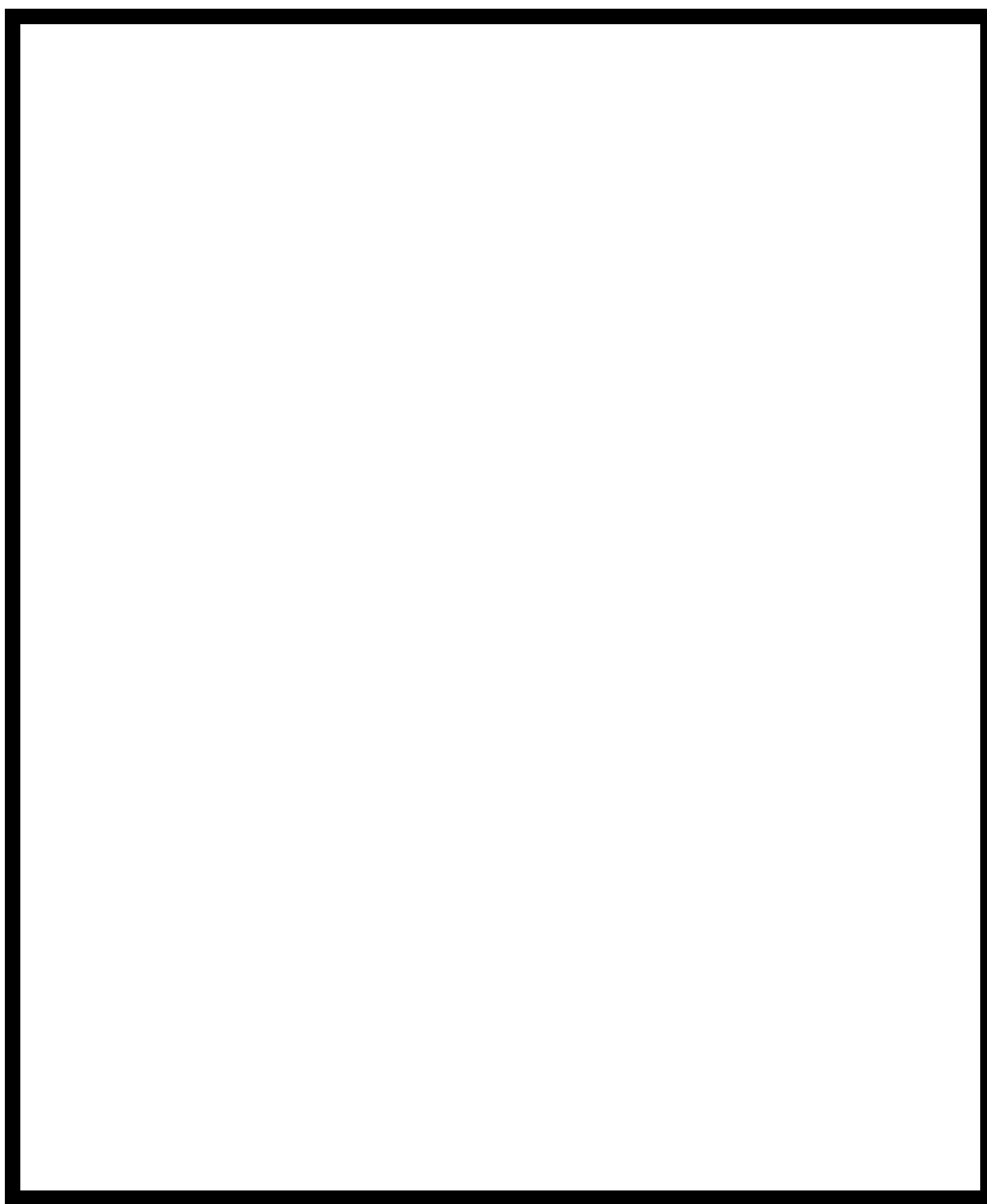


IMAGE PROCESSING SYSTEM FRONT RESOLUTION TARGET

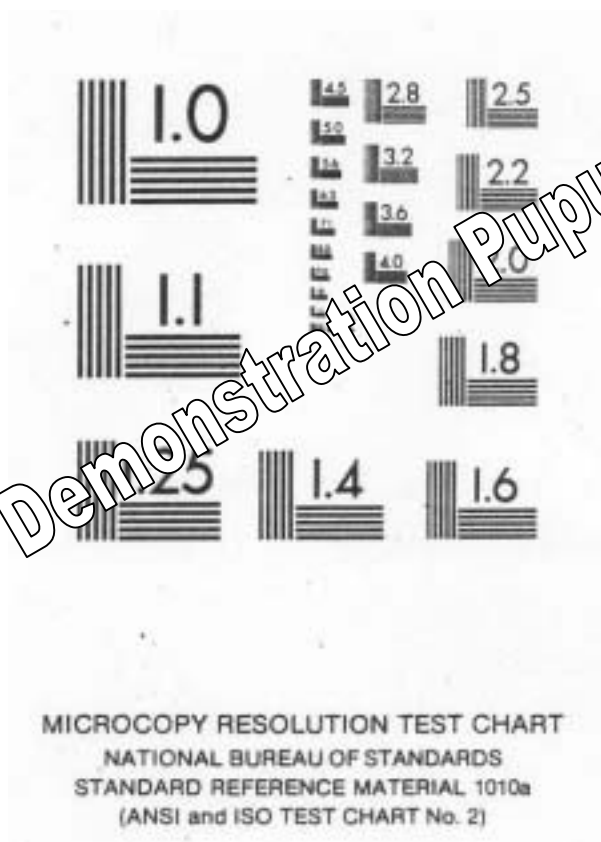


IMAGE PROCESSING SYSTEM CERTIFICATE OF AUTHENTICITY (Non-Destruction of Public Records)

This is to certify that the images appearing on this roll of microfilm are complete and accurate reproductions of the original records and have been digitally imaged in the normal course of governmental affairs. They meet the requirements of the State Records Committee concerning the Image Processing of Public Records (N.J.S.A. 15:3-4).

Authorization:

Date

Signature of Custodian

Signature of Imaging Supervisor

Image Processing System
Certificate #

Signature of Equipment Operator

[NOTE: This target is only to be utilized for microfilm being created of digitally imaged public records that **WILL NOT** be destroyed. For all other digitally imaged public records utilize:
IMAGE PROCESSING SYSTEM Certificate of Authenticity (Destruction of Public Records)]

IMAGE PROCESSING SYSTEM

CERTIFICATE OF AUTHENTICITY

(Destruction of Public Records)

This is to certify that the images appearing on this roll of microfilm are complete and accurate reproductions of the original records and have been digitally imaged in the normal course of governmental affairs. They meet the requirements of the State Records Committee concerning the Image Processing of Public Records (N.J.S.A. 15:3-4).

It is the expressed intent and purpose of this government agency to destroy or otherwise dispose of the original records imaged herein. This destruction or disposition of the records on this roll is only to be accomplished after certification of this Image Processing System by the State Records Committee, and after inspection of the microfilm to insure completeness of coverage.

Authorization:

Date

Signature of Custodian

Signature of Imaging Supervisor

Image Processing System
Certificate #

Signature of Equipment Operator

[NOTE: If the microfilm being created is of digitally imaged public records that *WILL NOT* be destroyed, please use the following target:

IMAGE PROCESSING SYSTEM Certificate of Authenticity (Non-Destruction of Public Records)]

IMAGE PROCESSING SYSTEM TITLE TARGET

TITLE OF RECORDS: _____

FIRST RECORD: _____

LAST RECORD: _____

FILM CREATED FOR (AGENCY): _____

REDUCTION RATIO: _____

FILM TYPE: _____

TYPE OF EQUIPMENT: _____
(utilized to create microfilm from digital images)

EQUIPMENT NUMBER: _____

ROLL IDENTIFICATION

IMAGE PROCESSING SYSTEM EQUIPMENT OPERATOR'S CERTIFICATE

CREATION DATA

DATE OF FILM CREATION: _____ ROLL IDENTIFICATION #: _____

FILM CREATED FOR (AGENCY): _____

TITLE OF RECORDS: _____

EQUIPMENT #: _____ NUMBER OF IMAGES: _____

INDEXING DATA

BEGINS WITH: _____

ENDS WITH: _____

MISSING DOCUMENTS (if needed)

Microfilm of the above digitally imaged records was created by (name of agency): _____

I hereby certify that the images of the records appearing in this roll of film are true and accurate copies of the original documents described above.

Signature of Equipment Operator

IMAGE PROCESSING SYSTEM END RESOLUTION TARGET

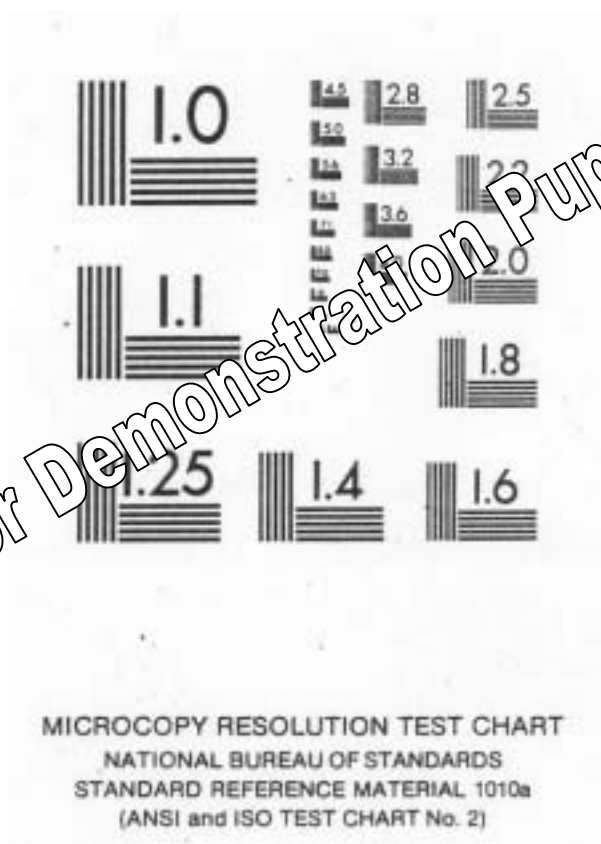


IMAGE PROCESSING SYSTEM END BACKGROUND DENSITY TARGET

